

IS Case # _____

Item Description	Date/Time (mm/dd/year & am/pm)	Released by: (Name/Title)	Received by: (Name/Title)	Purpose
Final Disposal Action:				
Final Disposal Authority: (Name/Title)				
Persons Conducting / Witnessing Destruction:				
1			(Name/Title)	
2		(Name/T	(Name/Title)	
3			(Name/Title)	

REMARKS: (Describe destruction / disposition)